

## YOUTH SERVICES POLICY

|   |  |
|---|--|
| <b>Title:</b> Certification of Compliance and Internal Controls for all Personnel Actions<br><b>Next Annual Review Date:</b> 09/13/2015   | <b>Type:</b> A. Administrative<br><b>Sub Type:</b> 2. Personnel<br><b>Number:</b> A.2.32 |
|   | <b>Page 1 of 2</b>   |
| <b>References:</b><br>Civil Service General Circular No. 1522, Civil Service Rules Chapter 15; Civil Service HR Handbook/Documentation and Reporting Requirements for Personnel and Position Actions/Demonstrating Appointing Authority Approval and Certification of Compliance With Civil Service Rules |  |
| <b>STATUS: Approved</b>   |  |
| <b>Approved By:</b> Mary L. Livers, Deputy Secretary  | <b>Date of Approval:</b> 09/13/2013  |

### I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

### II. PURPOSE:

To ensure that each personnel transaction shall comply with Article X of the Constitution of the State of Louisiana, Civil Service Rules, the Uniform Classification and Pay Plans, and the policies and procedures issued by the Director of Civil Service.

### III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretaries, and the Regional Directors.

### IV. POLICY:

It is the Deputy Secretary's policy that the Office of Juvenile Justice (OJJ) Assistant Secretary and Undersecretary shall certify that each personnel transaction effected by this agency complies with the above referenced laws and procedures, and is responsible for establishing the necessary internal controls through his/her professional staff to make this certification of compliance, prevent fraud, and ensure compliance with the Civil Service Rules.

### V. DEFINITIONS:

For the purpose of this policy, the following definitions apply:

***Human Capital Management System (HCM)*** – A system that captures transactions involving state funds formerly performed by the Integrated Statewide Information System (ISIS).

***Unit Head*** – Deputy Secretary, Facility Director and Regional Manager.

**VI. PROCEDURES:**

- A. The OJJ Undersecretary shall determine the method by which the certification of compliance process is completed and documented. These procedures shall be established in writing, maintained by appointed Central Office staff, and are subject to the review of the OJJ Deputy Secretary, the OJJ Undersecretary, the Department of Public Safety (DPS) Internal Audit Division, and any other official governmental auditing bodies.
- B. The OJJ Undersecretary is responsible for establishing the necessary internal controls to prevent fraud and to ensure personnel transactions comply with Civil Service law.
- C. The OJJ Undersecretary may delegate responsibility for specific areas of compliance to professional staff within his/her office or the DPS, Office of Management and Finance (OMF). The OJJ Undersecretary shall establish the type and scope of such delegation in writing.
- D. Every "Employee Notification" form generated from LA Gov HCM must contain a statement certifying that the personnel action is made in compliance with all federal and state laws, Civil Service Rules and YS Policies. Certified "Employee Notification" forms shall be maintained in the employee's personnel file.
- E. "Employee Notification" forms must be signed and dated by the Unit Head or designee. The Unit Head is authorized to delegate responsibility for certification of compliance to the unit's assigned Human Resources liaison.

**Previous Regulation/Policy Number:** A.2.32  
**Previous Effective Date:** 10/04/2012  
**Attachments/References:**